
SECTION: CERTIFICATION

SUBJECT: Designated Recipients of Food Instruments

ITEM: Designation of Proxy

Purpose

To provide participants who are unable to come to the WIC site an alternate procedure for obtaining their food instruments (FIs).

Policy

A WIC participant or the parent/caretaker applying on behalf of an infant or child may designate an individual to act as their proxy when they are unable to attend their WIC appointment. A proxy may pickup FIs for the participant. A parent or caretaker applying on behalf of an infant or child participant is not a proxy.

Authority

7 CFR 246.2, 7 CFR 246.12

Definition

A proxy is an individual designated by the participant to pick up FIs.

Guidelines

A Proxy

- A. may be designated as a food instrument recipient by the participant.
- B. may attend nutrition education but the encounter shall not count as one of the required nutrition education contacts for the participant.
- C. act on behalf of no more than one certified family.

Procedures

Each time a proxy is designated to act as the FI recipient, a written note from the participant, parent or caretaker is required.

- A. The note shall be dated, name the proxy, and be signed by the participant, parent or caretaker.
- B. The proxy shall bring the participant, parent or caretaker's WIF to the WIC site.
- C. The proxy shall provide identification to WIC staff.
- D. A proxy shall be given no more than one-month of FIs for the participant unless otherwise determined by the local agency and documented in Family Comments.
- E. The local agency shall retain the proxy note in the agency's files and enter the proxy's name in the proxy field in ISIS.